

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

This bulletin should be filed
behind the divider for Part III of
DPM Chapters(s) 12

DPM Bulletin No. 12-228

SUBJECT: 52nd One Fund Kick-Off Celebration — Excused Absence

Date: NOV - 8 2006

As in previous years, this District Personnel Manual (DPM) bulletin is issued to inform employees of and encourage them to attend the upcoming kick-off celebration for the 52nd Annual One Fund Drive, and provide the policy on excused absence to attend the celebration.

EXCUSED ABSENCE –

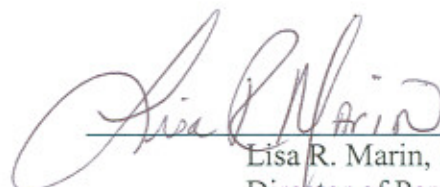
- ***EXCUSED ABSENCE*** is an absence from duty administratively authorized without loss of pay and without charge to leave. An excused absence is ordinarily authorized on an individual basis, except where a particular location/building is closed, or a group of employees is excused for various reasons or purposes.

**Policy on Excusing Employees to Attend the 52nd One Fund
Kick-Off Celebration on Tuesday, November 14, 2006**

As specified in Chapter 12 of the DPM, Hours of Work, Legal Holidays and Leave, Part II, Subpart 10, Excused Absences, and subject to supervisory approval, District government employees may be released for a period of no more than 2 hours (not including employees' lunch period) to attend the 52nd Annual One Fund Drive Kick-off Celebration.

The celebration will be held in the gymnasium of the Kennedy Recreation Center, located at 1401 7th Street, N.W (7th & P), on Tuesday, November 14, 2006 from 11:00 a.m. to 1:00 p.m. Any employee who previously requested leave and was granted leave for the entire day will be charged leave for the entire day.

For additional information on the One Fund Kick-off Celebration employees should contact the Fire and Emergency Medical Services Department via email at OneFund.DCFEMS@dc.gov.



Lisa R. Marin, SPHR
Director of Personnel

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

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Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

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